

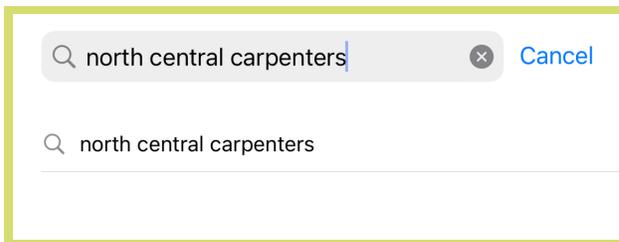
# QUICK GUIDE:

## Downloading the NCSRCC Mobile App

The following **Quick Guide: Downloading the NCSRCC Mobile App** document has been created for members who intend to use the app. The document provides direction on how to download and access the app to utilize featured tools including paying dues directly through the app, accessing TVC cards and UBC timecards along with so much more!

### Step-by-Step Guide

1. Open the App Store  for iOS or Google Play  for Android to search for the **North Central Carpenters** mobile app or scan the provided QR code.

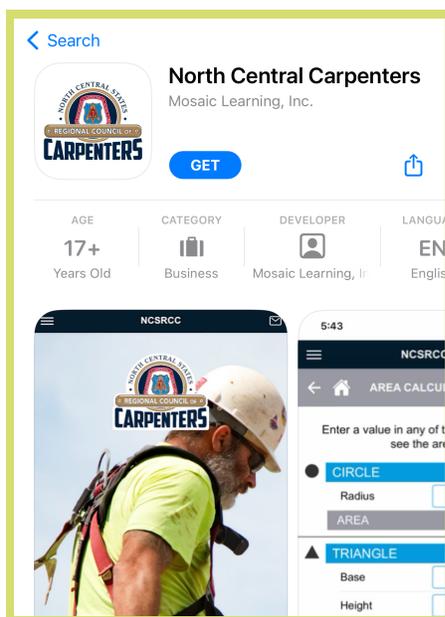


iOS



Andriod

2. Download the **North Central Carpenters** mobile app by tapping the **GET** or **INSTALL** button.

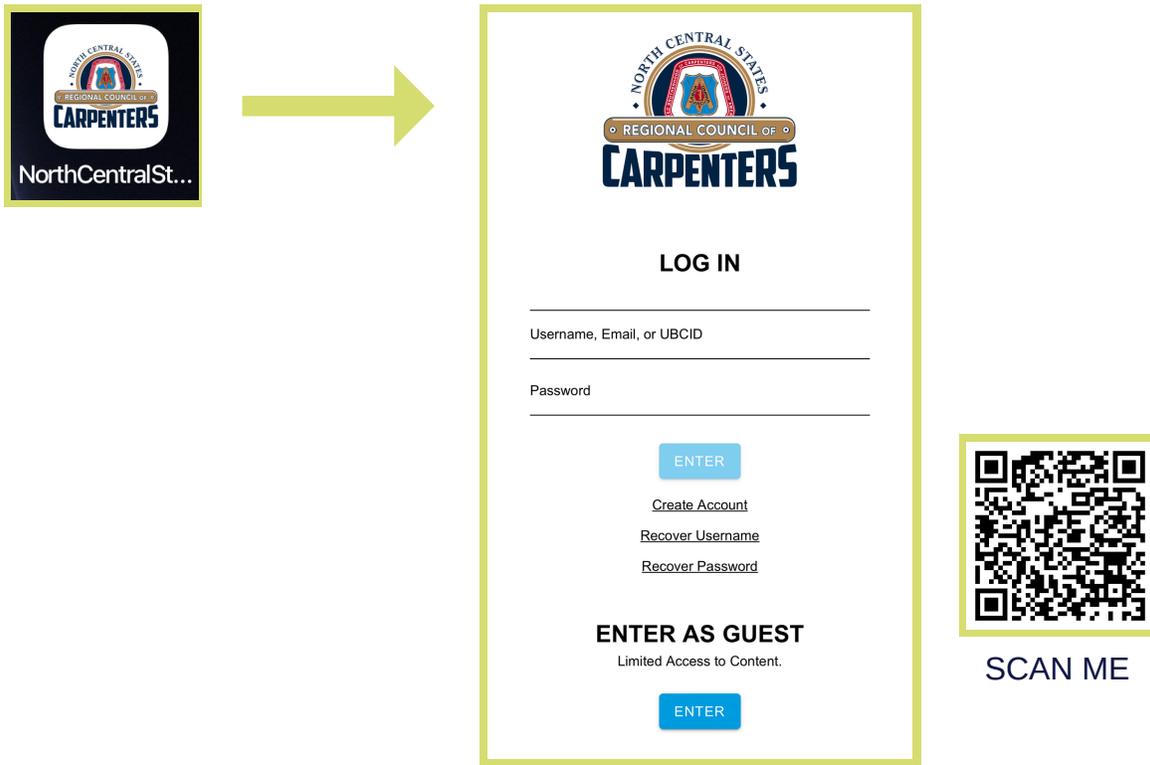


**QUESTIONS?** Please contact [info@ncsrcc.org](mailto:info@ncsrcc.org)

# QUICK GUIDE: Downloading the NCSRCC Mobile App

3. Once the app is downloaded to your mobile device, open the app. The app will prompt you to **Log In** using your UBC ID and password (same log in as Carpenters.org.) If you do not have an account, select **Create Account** and follow the instructions.

 **NOTE:** Entering the app as a guest will limit your ability to access member-only content. If you have an account but do not know your UBC ID or password, select the **Recover Username** or **Recover Password** option to gain access into your account. For additional assistance on how to recover your account, scan the QR code to view a guided instruction video.

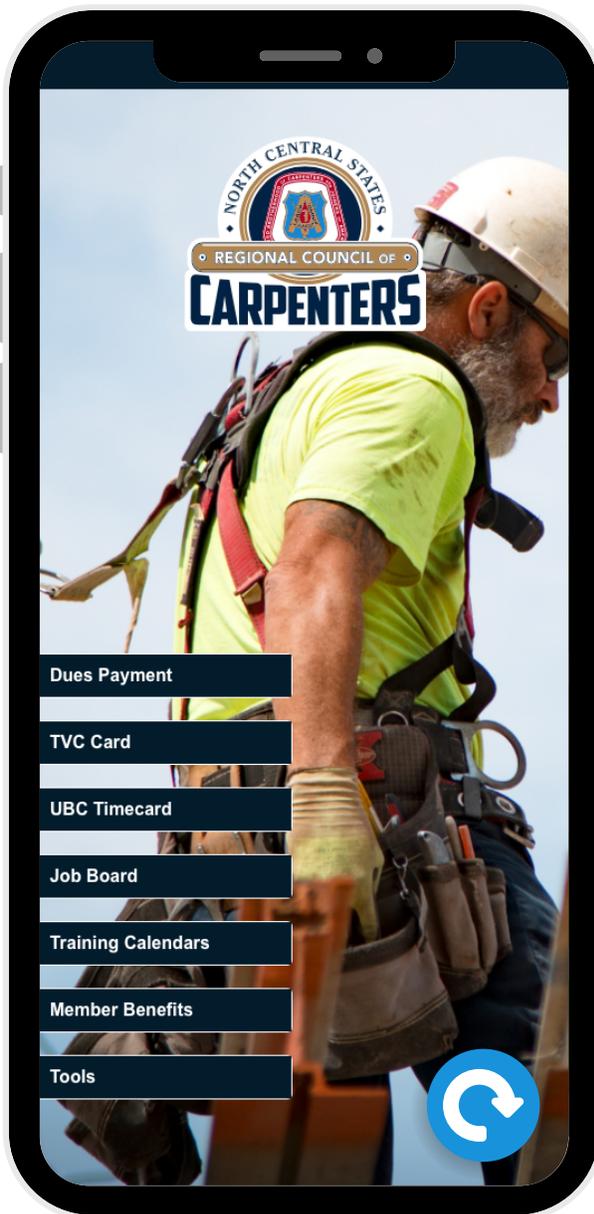


4. Once you are logged in to your account, tap the  refresh button on the lower-right of your screen to update the app to the newest version. Proceed to follow the **Download** and **Install** prompts.

 **NOTE:** When updates become available for the app, the refresh button will display on your screen. Apply the update by tapping the button to stay up to date with the latest version.

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Now that you have successfully downloaded and accessed the NCSRCC app, take advantage of the member options including **Dues Payment, TVC Card, Member Benefits** and **Local and Business Representative directories**. Important member messages will be relayed via the message section of the app to keep you up to date on latest news and updates.



**DUES PAYMENT**

**TVC CARD**

**UBC TIMECARD**

**JOB BOARD**

**TRAINING CALENDARS**

**MEMBER BENEFITS**

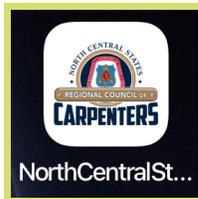
**TOOLS**

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# QUICK GUIDE: Downloading the NCSRCC Mobile App

3. Once the app is downloaded to your mobile device, open the app. The app will prompt you to log in using your UBC ID and password. If you do not have an account, you will need to create one using your UBC ID.

 **NOTE:** Entering the app as a 'Guest' will limit your ability to access member-only content. If you do not know your UBC ID to create an account, please contact your local business representative.

The login screen displays the same logo as the app icon. Below the logo, the text 'LOG IN' is centered. There are two input fields: the first is labeled 'Username, Email, or UBCID' and the second is labeled 'Password'. Below these fields is a blue button labeled 'ENTER'. Underneath the button are three links: 'Create Account', 'Recover Username', and 'Recover Password'. At the bottom of the screen, the text 'ENTER AS GUEST' is displayed, followed by 'Limited Access to Content.' and another blue button labeled 'ENTER'.

4. Once you are logged in to your account, tap the  refresh button on the lower-right of your screen to update the app to the newest version. Proceed to follow the 'Download' and 'Install' prompts.

 **NOTE:** When updates become available for the app, the refresh button will display on your screen. Apply the update by tapping the button to stay up to date with the latest version.